

**Integration Goal: To advance and integrate GIS into the Information Management Systems of the State Agencies.**

<b>Objective</b>	<b>Action Item</b>	<b>Task</b>
<b>Integration Objective 1:</b> Reduce redundancy of data, data collection and data maintenance by increasing access across all agencies	<b>Action Item 1. (GIS Coordinators)</b> Each of the agencies' GIS Coordinators along with their Technical Support person meet and make these connections happen (if possible). If this is not possible we need to come up with an alternative solution, because it will benefit all the agencies to share data. (Timeframe to be developed after first meeting)	
	<b>Action Item 2. (GIS Coordinators)</b> Develop standard procedures (permissions, policy, etc) for State agency staff to obtain access to GIS data libraries in other agencies. (Timeframe to be developed)	
	<b>Action Item 3. (Kevin Miller)</b> Framework data not maintained by state agencies, will be stored in a central repository, providing all agencies with the most current version of the respective datasets, and with timely access equaling or exceeding the services currently rendered by their own current in-house repositories of duplicated data, within 6 months.	<b>Task 1. (Koelpin)</b> Coordinator will work with DOIT to develop pilot project and roll-out plan, inclusive of anticipated capital and maintenance costs.
<b>Integration Objective 2</b> GIS is used by agencies in management decision making to target services and prioritize work/resources.	<b>Action Item 1. (Koelpin)</b> Successes will be reported to web-site and will be part of Steering Committee briefing.	<b>Task 1. (Koelpin – initial point of contact)</b> Agency power users will work with line staff and managers to identify those processes that lend themselves to further GIS development for decision making tools.

<p><b>Integration Objective 3: (GIS Coordinators)</b> Identify at least two data development\maintenance business processes within as many of the four major GIS agencies (IDEM, DNR, INDOT, ISDH) as possible, that overlap with at least one business unit within the agency, and jointly develop and implement a common data development and maintenance strategy for each process, based on Task Force standards and recommendations for data development, within 12 months.</p>	<p><b>Action Item 1. (Koelpin)</b> Successes will be reported to web-site and will be part of Steering Committee briefing.</p>	
<p><b>Integration Objective 4: (Koelpin)</b> Coordinator will establish centralized GIS services using terminal server technology (Citrix) within 6 months, and using web-based GIS technology within 12 months, for at least two priority agencies that the Task Force targets as needing the GIS tool, but that do not yet directly contribute to the enterprise GIS data development effort.</p>	<p><b>Action Item 1.</b> Coordinator will establish roll-out plan.</p>	<p><b>Task 1.</b> Coordinator will work with DOIT to develop pilot project and roll-out plan, inclusive of initial capital and long-term maintenance costs</p>
<p><b>Integration Objective 5: (GIS Coordinators)</b> GIS is used by line staff as automated daily business practice where needed.</p>	<p><b>Action Item 1. (GIS Coordinators)</b> Agency power users of GIS and line staff will help identify those processes that lend themselves to automation using GIS.</p>	

**Training Goal: To develop and maintain a broad base of GIS capable business experts in the State Agencies.**

<b>Objective</b>	<b>Action</b>	<b>Task</b>
<b>Training Objective 1.</b> Develop and maintain a training process for advancement of GIS skills	<b>Action Item 1. (Koelpin)</b> Task Force will develop a recommended training course list for GIS users based on level of proficiency.	<b>Task 1. (Koelpin)</b> Task Force will actively advocate establishment of tuition reimbursement programs for the Task Force Curriculum recommendations toward web-based technologies, in agencies that do not currently have such a program, within 6 months.
		<b>Task 2. (GIS Coordinators)</b> At least three staff in different work units will be enrolled in training following the Task Force Curriculum recommendations
	<b>Action Item 2. (Goldblatt)</b> Task Force will Encourage internal Authorized ESRI trainers within agencies.	
	<b>Action Item 3. (Goldblatt)</b> Task Force will Establish procedures for registration in classes offered by other agencies. Within 4 months.	<b>Task 1. (Koelpin)</b> Process and classes to be added to Task Force Website
		<b>Task 2. (GIS Coordinators)</b> Agency coordinators will be designated points of contact in agencies for training.
	<b>Action Item 4. (Koelpin\Bright)</b> <i>Learn QPA process, set-up RFP's and execute.</i>	<b>Task 1. (Koelpin)</b> <i>Task Force will Develop QPA(s) with external partners for training not currently offered by internal staff within 6 months.</i>

	<b>Action Item 5. (Sewell)</b> Task Force will establish training process for GPS and related technologies.	
<b>Training Objective 2.</b> Task Force will Establish procedures for the establishment of a State Agency GIS Help Desk. Complete in 6 Months	<b>Action Item 1. (GIS Coordinators)</b> Task Force will Identify potential internal resources for a Help Desk.	<b>Task 1. (J. Wood)</b> Task Force will determine if the need exists for a DoIT run Help Desk or if Agencies can provide mutual support. Will consider differences between support for software and data, different service levels and who covers with staffing.

**Data Goal: To create and maintain high-quality GIS data through the normal business practices of the State Agencies.**

<b>Objective</b>	<b>Action</b>	<b>Task</b>
<b>Data Objective 1.</b> Establish and maintain a process to update policies, standards and best practices on an ongoing basis, within 1 month.	<b>Action Item 1.(Sewell\Lutz)</b> Establish internal (for use by agencies) policies, standards and best practices that address: metadata and MAD codes; data and application development; and, best practices to assure ease of data sharing between agencies, within 3 months.	Jeff Sewell – Metadata, GPS Mad Codes Ed Lutz – Data Standards
	<b>Action Item 2. (Koelpin, Miller, Simmel)</b> Establish policies, standards, and best practices for external (non-state government entities) sharing of data including those for internal use plus: criteria for data, processes and applications to be published; the look and feel of GIS “pages”; and, the sharing of products that are derived from outside sources, within 6 months.	<b>Task 1. (Koelpin, Miller, Simmel)</b> Establish a “quick start” program for agencies seeking to begin GIS development.
	<b>Action Item 3. (GIS Coordinators\Overtoom)</b> Establish process to assure long term convergence of inter-agency management of spatial data.	<b>Task 1. (GIS Coordinators\Overtoom)</b> Plan for move away from “shape data” technology and toward “SDE” management strategies.
<b>Data Objective 2.</b> Establish centralized metadata resources that meet or exceed the requirements for metadata standards established by the Task Force, within 6 months.	<b>Action Item 1. (Miller, Babcock)</b> Establish mechanism for state agencies to use centralized metadata resources at IUPUI. The metadata standard for the state agencies will meet or exceed the requirements for metadata standards established by the Task Force and comply with the FGDC Standard.	<b>Task 1. (Miller, Babcock)</b> Contribute in meaningful manner to the INGIC metadata clearinghouse by providing metadata for at least eight state-maintained framework datasets, within 8 months.
		<b>Task 2. (Miller, Babcock)</b> Contribute in a meaningful manner to the INGIC data clearinghouse by providing access to at least two state-maintained framework data sets, within 12 months.

<p><b>Data Objective 3. (GIS Coordinators)</b>  Identify at least two data development/maintenance business processes in as many of the four major GIS agencies (IDEM, DNR, INDOT, ISDH) as possible, that overlap with at least one of the other major GIS agencies, and jointly develop and implement a common data development and maintenance strategy for each process, based on Task Force standards and recommendations for data development, within 12 months.</p>	<p><b>Action Item 1.</b>  Successes will be reported to web-site and will be part of Steering Committee briefing.</p>	
<p><b>Data Objective 4. (GIS Coordinators\Overtoom)</b>  Task Force will actively advocate spatially enabling corporate databases as part of the IT planning process.</p>	<p><b>Action Item 1.</b>  Define minimums for what is needed to make legacy databases able to work with spatial data.</p>	

**Communication Goal: To create and maintain cooperative and collaborative relationships between the State Agencies and with the GIS community at large through effective communication.**

<b>Objective</b>	<b>Action</b>	<b>Task</b>
<b>Communication Objective 1.</b> Become fully integrated within the State IT Governance structure so that enterprise decisions regarding IT planning and implementation no longer proceed without the benefit of input from the Task Force, within 8 months.	<b>Action Item 1. (GIS Coordinators\ J.Wood)</b> Define roles, including Agency GIS coordinators, State GIS coordinator, Steering Committee and Task Force for governance of GIS in the enterprise.	
	<b>Action Item 2. (GIS Coordinators\ J.Wood)</b> Define processes, including Agency GIS coordinator, state GIS Coordinator, Steering Committee and Task Force for governance of GIS in the enterprise.	
<b>Communication Objective 2.</b> Revamp the Task Force website within 2 months, to address posting of policies, standards and processes, establishment of committee discussion forums, training resources, contract (QPA) conditions and updates, Task Force list-serve	<b>Action Item 1. (Koelpin\Miller)</b> Establish and update on a semi-annual basis a repository, on the web-site, of at least two “success stories” per each of the four major GIS agencies (IDEM, DNR, INDOT, ISDH) within 2 months.	<b>Task 1. (Koelpin\Miller)</b> Review content of existing and proposed web-site for enterprise GIS to determine policy on what can be made available externally.
		<b>Task 2. (Koelpin\Miller)</b> Work with INGISI\INGIC web-development to extents possible
<b>Communication Objective 3.</b> Convene a GIS steering committee	<b>Action Item 1. (CIO\Koelpin)</b> CIO will convene the first meeting of agency business experts and DOA representatives, and set four quarterly meeting dates for subsequent meetings.	<b>Task 1. (GIS Coordinators – or equivalents in agencies without a coordinator)</b> Each agency to forward their nomination for one business champion to the state GIS coordinator.

	<b>Action Item 2. (Koelpin)</b> Implement amendment 2 of current ESRI QPA within 1 month. Complete renewal of ESRI QPA by December 30, 2001.	
	<b>Action Item 3. (Koelpin)</b> Establish periodic meetings with procurement staff within GIS agencies and DOA to brief all on each other's needs in processing of requisitions associated with various upcoming agency GIS project needs.	<b>Task 1. (GIS Coordinators)</b> Respective agencies will prepare "shopping lists" with time frames for upcoming GIS project needs for briefing of agency procurement and DOA staff.
	<b>Action Item 4. (Task Force)</b> Define issues to be addressed by steering committee	<b>Task 1. (Koelpin)</b> Develop agenda for steering committee kick-off meeting.